

# PHOTON ENERGY GROUP

Photon Energy NV is a global solar power solutions and services company in the photovoltaic industry, headquartered in the Netherlands, and with operations across Europe and Australia. Photon Energy's team has a proven track record and in-depth knowledge of project development, investment management, project finance, insurance, technology solutions, EPC and O&M. Photon Energy also manages its own proprietary portfolio of 26 MWp of power plants in three countries across two continents, in total taking care of more than 210 MWp of power plants globally.

To strengthen our team, we are looking to fill the following position based at our office in **Budapest**:

## Administrative Assistant

### Key Responsibilities

- ▶ Handle administrative requests and queries
- ▶ Sorting and distributing communications in a timely manner
- ▶ Organizing and scheduling appointments
- ▶ Planning meetings and taking detailed minutes
- ▶ Monitor level of supplies and handle shortages
- ▶ Resolve office-related malfunctions and respond to requests or issues
- ▶ Develop and maintain documents filing system
- ▶ Provide general support to visitors
- ▶ Write and distribute email, correspondence memos, letters, faxes and forms

### We require

- ▶ High school degree
- ▶ MS Office (Word, Excel)
- ▶ At least 1 year experience on similar position
- ▶ Hungarian language, English language (written and spoken)
- ▶ Good communication skills
- ▶ Driving licence (beneficial)
- ▶ Team spirit and good communication skills
- ▶ Good organizational skills
- ▶ Pleasant, friendly behaviour

### We offer

- ▶ Opportunity to work in a dynamic and international work environment in a young team
- ▶ Remuneration based upon the experience

If you are interested in the position and fulfil the above requirements, please apply in English to [careers@photonenergy.com](mailto:careers@photonenergy.com)

**Working location:** Budapest, Hungary

**Employer:** Photon Energy Solutions HU Kft

**Type of employment:** Full-time position

**Length of contract:** unlimited

**Type of employment:** Employment contract

**Required education:** High School

**Required languages:** Hungarian, English